



## **Arlington Contributory Retirement Board Meeting Minutes for May 18,2023**

### **Call to Regular Monthly Meeting**

Chairman Hughes called the monthly meeting to order at 4:30 PM

**Board Members present:** Chairperson Kenneth Hughes, Ida Cody, Robert Jefferson  
Richard Keshian and Fred Fantini

### **Motion and vote to approve Expense Warrant #5 and 5M, 5c 2023 and the May 2023 Payroll Warrant**

After review and discussion, Mr. Keshian made a motion to approve Expense Warrant #5, 5M,5C and the May Payroll Warrant for payment, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini, Mr. Keshian and Chairman Hughes I.

### **Motion and Vote to approve February 2023 Trial Balance**

After review and discussion, Ms. Cody made a motion to approve the February 2023 Trial Balance seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

### **Motion and Vote to approve March 2023 Trial Balance**

After review and discussion, Mr. Keshian made a motion to approve the March 2023 Trial Balance seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

### **Motion and vote to approve Minutes for April 27, 2023**

After review and discussion, Mr. Keshian made a motion to approve the April 27, 2023, Minutes seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

### **Motion to approve new Town members.**

After review and discussion Mr. Keshian made a motion to approve the new town members as listed, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

<b><u>Name</u></b>	<b><u>Date of Membership</u></b>	<b><u>Percentage</u></b>	<b><u>Position</u></b>
Eileen Fontenot	04-24-2023	9+2%	Town Librarian

Jennifer Joslyn-Siemiatkoski	05-01-2023	9+2%	Planning-Office Manager
Britton Mallard	04-17-2023	9+2%	BOS Administrative Assistant
Anna Martin	05-01-2023	9+2%	BOH Prevention Srv. Manger

#### **Motion to approve new School member.**

After review and discussion Mr. Jefferson made a motion to approve the new town members as listed, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Hon Khan	05-08-2023	9+2%	School Cook/Manager

#### **Motion and Vote to approve the retirement application for Carolyn Simmons**

After review and discussion, Mr. Keshian made a motion to approve the retirement application for Ms. Carolyn Simmons, seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes.

Name	Creditable Service	Department/ Position	Retirement Option	Retirement Date
Carolyn Simmons	22 Years 11 Months	School/ Administrative Assistant	A	8/12/2023

#### **Motion and vote Refunds and Rollovers**

#### **Motion and vote for a rollover of accumulated deductions for Ms. Caroline Grutchfield in the amount of \$1,525.88. Ms. Grutchfield had 8 months of creditable service working for the for the School Department as a Teachers' Assistant.**

After review and discussion, Mr. Fantini made a motion to approve the rollover of accumulated deduction for Ms. Grutchfield, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

#### **Motion and vote for a refund of accumulated deductions for Ms. Karen Gould in the amount of \$3,062.71. Ms. Gould had 1 year and 1 month of creditable service working for the School Department as a Cashier in Food Services.**

After review and discussion, Mr. Jefferson made a motion to approve the refund of accumulated deduction for Ms. Gould, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

**Motion and vote for a refund of accumulated deductions for Ms. Kathryn Kania in the amount of \$28,267.17. Ms. Kania had 4 years of creditable service working for the Town as the Teen Service Librarian.**

After review and discussion, Mr. Keshian made a motion to approve the refund of accumulated deduction for Ms. Kania seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

**Updates**

**Legal RFP**

Mr. Greco informed the Board that as of today there have been no RFP's received. Mr. Greco suggested to the Board that as of 5/12/2023 no RFP has been received.

**New Business**

**POP Ups**

Mr. Greco informed the Board that he submitted three Pop-Up calculations on 1/18/2023 which have not been approved. He was told by the PERAC Actuarial Department it was because the two people who approve Pop Up calculations have left PERAC. Mr. Greco asked the Board if they would consider adopting the same policy as they did for new retirees that if PERAC has not approved a calculation in 60 days then the retiree is paid the estimated until the approval letter is received and then any retroactive pay and adjustment are made. Mr. Jefferson made a motion to have Pop Up calculation procedure follow the new retiree procedure, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes

**Adjourn**

At 5:28 PM Mr. Jefferson made a motion to adjourn, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody, Mr. Keshian, Mr. Fantini, and Chairman Hughes I.